

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: December 2, 2003

PAYROLL LETTER # 03-023
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: OVERTIME PAY REQUESTS FOR PERSONAL LEAVE PROGRAM PARTICIPANTS

In Personnel Letter #03-021, departments were directed to manually compute and enter the salary rate on all overtime and holiday pay requests for employees subject to the Personal Leave Program (PLP). Failure to enter the overtime/holiday pay rate would result in underpayments. Further, the letter indicated changes were being made to allow the Payroll System to correctly compute the overtime and holiday pay rates for employees with the PLP pay differential. The necessary program changes have now been completed.

Effective December 4, 2003 overtime and holiday pay requests may be made via the PIP System without entering the salary rate. Use Earnings IDs OT7, OT8 or OT9 for overtime and H, H5 or H6 for holiday pay. Please refer to PPM Sections G024 and G929 for Earnings ID criteria and additional Earnings IDs that may be used to request overtime and holiday pay with evening and night shift rates.

The specific program changes allow for the premium pay criteria to be accessed by the Payroll System to determine if a locked in premium pay should be included in the overtime and holiday pay rate calculation. Prior to this change, all locked in premium pays were included in the calculation regardless of the premium pay criteria.

Thank you for your patience during the implementation of the PLP.

Please direct question regarding this letter to the Payroll Operations Telephone Liaison at (916) 323-3081. Questions regarding the PLP should be directed to Bernice Torrey at DPA at (916) 324-9381.

JRH:JLD:PMAB